

R&R Resolute Staffing Form

EMPLOYEE HANDBOOK

DISCLAIMER

This handbook is meant to familiarize you with the policies, procedures, and benefit programs of R&R Resolute Staffing Firm—sometimes referred to in this document as “R&R” or simply the “Company”. This document should be used as a general reference, and it does not replace the Assigned Company’s official policies, contracts, or other documents, which will govern in all cases. R&R’s Management Team makes itself available to answer any questions regarding this handbook. R&R reserves the right to change or revise this handbook and any policies, procedures, or other conditions related to employment at any time. It is worth emphasizing that verbal explanations cannot alter or invalidate written policies, procedures, or plans.

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Handbook

1. BASIC RESPONSIBILITIES AND GUIDELINES

- I understand that if I am accepted for employment, I will be on R&R's payroll and I will be working at R&R's customers' job sites.
- I agree to follow all R&R policies **plus the policies which are applicable to any job site where I am assigned to work.**

2. CONFIDENTIALITY

- I understand that any private or confidential information I learn while working for R&R and its customers is to be kept confidential.
- In the course of my duties, private or confidential information might be made available to me for business purposes. I agree not to reveal any such information publicly or privately by any means. Unauthorized release of private or confidential information will result in corrective action which may include termination or, if serious enough, appropriate legal action.

3. 'AT WILL' POLICY

- I hereby acknowledge that my employment is "at will", in other words I may resign at any time, and the company may terminate my employment at any time, with or without cause.
- No R&R policies or practices are to be construed as imposing any binding employment obligations.

4. HOW TO REMAIN WITH R&R

- I agree to notify R&R within 24 hours of any change in my address, telephone number, or email address.
- **I agree to notify R&R if I will not continue to work my assignment. I understand that any failure to do so will constitute as my voluntary resignation, and I understand I will then forfeit any unemployment benefits I would otherwise be entitled to.**

5. DRESS CODE

- All employees are expected to be neatly groomed, to always maintain good hygiene, and to wear attire appropriate for their assignments.

- Each job site has a dress code designed for its specific needs, and you are expected to always follow workplace standards including the use of Personal Protection Equipment “PPE” (safety equipment) and GMPs (good manufacturing practice). R&R requires that when in doubt, you wear work pants that cover to ankles and steel toed boots unless assignment is for a customer service or administrative role.

6. ATTENDANCE

- If I cannot make it to work or will be late, I agree to contact R&R prior to the start of my shift.
- I understand that failure to contact R&R will constitute grounds for my dismissal or deemed as an indication that I have quit and have therefore forfeited my unemployment benefits.
- **I understand that if I walk off my job assignment my pay will revert to minimum wage for that week’s pay period.** My check will be ready no later than the Friday following the week worked.
- I understand that failure to call, failure to appear at work, excessive tardiness, absenteeism or walking off the job can result in the end of my assignment.

7. SCHEDULES

- Work schedules will vary depending on the job site.
- Job site supervisors will inform employees of their individual schedules.
- Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

8. BENEFITS

R&R does not provide benefits including paid time off including holidays.

9. SAFE WORKPLACE

- I will hold R&R harmless from any claims including, but not limited to, personal injury or illness because of my providing false or misleading information on this application.
- If at any time while on the job, I am asked to perform functions or duties that are different than originally described or that I have not been trained to perform, I will notify my R&R Recruiter immediately.

- I agree to report any unsafe working conditions to R&R via info@randrstaff.com
- I agree to notify R&R immediately if I have any difficulty performing my job duties or tasks on any assignment.
- I will always follow safe lifting practices. I agree not to lift heavy objects by myself. If I am requested to lift heavy objects while on an assignment, I will immediately notify R&R and not attempt to lift the heavy object.
- If I am injured on the job, I agree to immediately inform R&R and my immediate supervisor on site. I understand that R&R will coordinate my medical treatment.
- I agree to waive my right of confidentiality with the SC Workers Compensation Commission, or any successor entity, and allow R&R to review my claim files and authorize the release of the date and description of each injury I claimed in their records to R&R.

9.1 Safety Rules:

I agree that I will;

1. Report any injury or accident to my supervisor and to R&R immediately.
2. Report any unsafe conditions to my supervisor and to R&R immediately.
3. Not engage in "Horseplay" or any behavior constituting rowdy or rough play as it is always prohibited at all job sites.
4. Not perform any task that I am not trained to do, even if instructed to do so.
5. Not operate any equipment I am not trained to use, even if instructed to do so.
6. When in doubt about how to perform a task safely, contact on site supervisor and R&R.
7. Always use the Personal Protection Equipment (PPE) always required for any job site. I will keep all PPE in good condition. I will notify my supervisor or R&R immediately if my PPE needs replacement.
8. Never bypass or remove safety devices or guards, and report to R&R all instances where safety devices or guards are bypassed, removed, or otherwise disregarded.
9. Use extreme caution when approaching operating machinery and will only approach it if I have been trained on how to properly operate the machinery.
10. Never climb, sit, stand on, or otherwise utilize any equipment or item in a manner which it is not designed for or in a manner for which I have not been trained, even if instructed to do so.
11. Never reach into or attempt to service equipment unless: (1) I have been trained to do so; (2) the equipment is properly turned off and/or shut down; and (3) properly "Locked Out/Tagged Out".
12. Upon first arriving at a job site, locate and memorize where fire

extinguishers, first aid kits, eye wash stations, material safety data sheets (MSDS), fire exits, and any other place or item meant for health or safety are located.

13. Always maintain good housekeeping in all work areas; I will keep my work area clean.

14. Be aware of any hazards that could always affect me or my fellow employees.

15. Obey all safety signs and tags.

16. Always perform my assigned task in a safe and proper manner, and not take “shortcuts” or utilize methods for which I have not received training, even if instructed to do so.

17. Not use abusive or inflammatory language.

18. Not strike, threaten, create a hostile environment, or engage in any other physical violence or intimidation.

19. Not engage in insubordination, refusal to comply with instructions, or failure to perform reasonably assigned duties.

20. Not be in the possession of firearms or other weapons while on R&R or customer (s) time or property.

21. Not be in violation of safety rules and regulations.

10. GENERAL MISCONDUCT

R&R prohibits unacceptable conduct at our facilities and our customers’ facilities including but not limited to:

- Misuse of timecards.
- Abuse, misuse, waste, destruction, or theft of R&R, customer, or employee property.
- Misuse of telephones, fax machines, computers (including the Internet), and other equipment.
- Leaving the premises during work hours without permission of the supervisor, or failure to return as agreed, unless the circumstances were beyond your control.
- Gross negligence of duty.
- Sleeping during business hours.
- Any form of lying or misrepresentation of the facts.

11. DRUG FREE WORKPLACE

Any employee discovered or otherwise determined to be under the influence of alcohol or drugs will not be permitted to work and is subject to disciplinary action up to and including termination. If employee is found to be under the

influence while on assignment, **they will be terminated for cause and forfeit any claim to unemployment pay.**

R&R explicitly prohibits:

The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.

The Company conducts the following drug tests:

- **PRE-EMPLOYMENT:** Drug testing prior to employment with the Company.
- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it reasonably feels that the employee may be under the influence of drugs or alcohol.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job near miss, accident, or injury may be required to submit a drug and/or alcohol test.
- Refusal to submit to a drug test or alcohol screening will result in immediate end of assignment.

Tobacco Use

The Company maintains a smoke, vape, and tobacco-free office. No smoking or other use of tobacco or similar products (including, but not limited to, e-cigs, vapes, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted at any point while on company or customer premises except when and where permitted by policy. No additional breaks beyond those allowed under the company's break policy may be taken for the purpose of using tobacco or similar products.

12. PAYMENT

12.1 Frequency/Method

- I agree to be responsible for properly processing my timecard as required by the applicable policies at the job site where I am assigned to work.
- I understand that R&R pays its employees no later than 5:00 pm each Friday outside of major holidays.
- I understand that my paycheck can be directly deposited into my bank account at my financial institution or deposited onto a pay card account if I make the appropriate arrangements.

- I understand that the customer will turn in my time to R&R.
- I understand that approved timecards turned in late will not be paid until the next payroll.

12.2 General Wage Deduction Authorizations

Overpayments/underpayments:

- R&R takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.
- In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their branch office so that corrections can be made as quickly as possible.
- If the employee has been underpaid, R&R will investigate and pay the employee the difference as soon as possible.
- If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to R&R as soon as possible.
- No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction.

13. PROPERTY ASSIGNMENT AGREEMENT

Property Damage Agreement

I agree that R&R may deduct money from my pay for the cost of repairing or replacing any Company supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Company during my employment (except in the case of misappropriation of money by me); I further understand that R&R has stated its intention to abide by all applicable federal and state wage and hour laws.

14. EQUAL OPPORTUNITY EMPLOYER

- It is the policy of R&R to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, color, national

origin, sex, age, religion, marital status, height, weight, pregnancy, disability, military status, or any other reason prohibited by law.

- This policy applies to all terms, conditions, and privileges of employment, including hiring, placement, orientation, training and development, promotion, transfer, compensation, benefits, educational assistance, social and recreational programs, employee facilities, termination, and retirement.
- R&R abides by the laws and guidelines set forth by the ADA, FMLA and FSLA and all other Federal, State, and local employment laws.

14.1 Fair Treatment

I agree to follow all of R&R's Anti-Harassment, Discrimination and Retaliation Policies.

14.2 Anti-Harassment

R&R does not tolerate harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, or marital status, or any other basis prohibited by applicable local, state, or federal law.

14.3 Anti-Retaliation

R&R strictly prohibits any form of retaliation against an employee who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding that the employee reasonably believes to be in violation of R&R's policies or applicable laws, rules, or regulations.

14.4 How to Report Harassment, Discrimination, or Retaliation

- R&R takes all complaints of harassment, discrimination, and retaliation very seriously. All such complaints will be reviewed immediately and, where appropriate, investigated. To report any of these, please email info@randrstaff.com with all pertinent details or reach out to your recruiter as soon as possible.

14.5 Social Media

While R&R encourages its employees to enjoy and make good use of their off-duty time, certain activities including use of social media on the part of employees may become a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the company among its customers or in the community at large.

15. INTERNET/EMAIL/PEDS

- The use of Company or customer automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for company business and for authorized purposes only.
- Employees must be aware that the electronic mail messages sent and received using Company equipment or Company-provided Internet access, including web-based messaging systems used with such systems or access, are not private.
- No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization.
- Employees should not bring personal electronic devices (PEDs) personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives, "smart" phones, iPods or similar devices, mobile computing devices, or other data storage media) to the workplace or connect them to Company electronic systems. Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and including immediate termination of employment.

Please sign and date below that you have fully read and understand the R&R Resolute Handbook and the expectations in it, *prior to starting any employment through us*

Signature:

Date: